

Master and Doctor Thesis Evaluation Procedure and Schedule -Spring Semester 2023

〈Key Dates and Requirements〉

Division	Schedule	Contents(Documents to be submitted)
Evaluation period	March 2023 - June 1 st to 3 rd weeks, 2023	
Submit Candidate Confirmation Form and the List of Thesis Committee Members	until May 19, 2023	1) Candidate Confirmation Form 2) The List of Thesis Committee Members (For external thesis committee members' name, affiliation, and contact information (email address and phone number) together)
Payment of thesis screening fee	March 20, 2023(Mon) ~ June 23, 2023(Fri)	Payment must be made before the thesis evaluation date.
Online Submission of the Digital Copy of the Thesis	June 23, 2023(Fri) ~ June 30, 2023(Fri)	Submit to University library homepage (Contact the University Library at 02-3277-4614 for further information)
Report of the evaluation results	until June 30, 2023 (Fri)	1) Proposal 2) Certificate of Completion of research ethics education 3) Research Ethics Compliance Pledge 4) Thesis Evaluation Sheet 5) Thesis Final Evaluation Report 6) Thesis Originality Check Report(with Digital Receipt) 7) Online Submission Confirmation 8) Permission to Exercise Author's Rights 9) [Doctoral/Combined degree] Thesis Presentation Achievement List and Research Achievement 10) Three hardbound copies of the final version of thesis (including the Thesis Approval) 11) Two photocopy of the cover page

* The Office of Business Administration(02-3277-2777) : 09:00~17:00 (except 12:00~13:00 / (Shinsegae Building #309)

〈Before Thesis Evaluation〉

1. **Confirmation of candidates for thesis evaluation:** Candidates(students who have passed the comprehensive examination and registered for the required Thesis Seminar Course) should fill in the attached Candidate Confirmation Form and submit it to **the Office of Business Administration until May 19, 2023(FRI)**

2. Composition of Thesis Committee

1) **Qualifications of Thesis Committee members:** Internal or external full-time faculty members with a Ph.D. degree, or those recognized by the dean of each graduate school or college concerned.

2) **Composition of Thesis Committee:** Three or more persons for the master's degree, five or more persons for the doctoral degree. (recommendation of the thesis advisor is needed)

* External personnel : One of the Thesis Committee members for the master's degree and three of the Thesis Committee members for the doctoral degree may be appointed from among external personnel ; for the doctoral degree, at least one (1) of the Thesis Committee members must be appointed from among external personnel.

* Definition of external personnel: “external personnel with expertise in the field that is being examined” recognized by the dean of each graduate school or college concerned.

However, internal full-time faculty members and faculty members on a special contract (visiting professor, guest professor, adjunct professor, research professor, honorary professor, research fellow, or professor for university-industry cooperation), instructor, professors emeriti, chair professors, and the external thesis advisor of the candidate being examined are excluded.

3) **Submission of the List of Thesis Committee Members :** The List of thesis committee members is submitted to **the Office of Business Administration** (#309 Ewha-Shinsega building) until **May 19, 2023(Fri)**

※ For external personnel : Submit the external thesis committee members' name, affiliation, and contact information (email address and phone number) together in order to pay the thesis evaluation fee.

3. Payment of thesis screening fee

1) Thesis screening fee: 168,000 won for master's degrees; and 795,000 won for doctoral degrees

2) Payment period: **March 20, 2023(Mon) ~ June 23, 2023(Fri). Payment must be made before the thesis evaluation date.**

3) Payment method:

(a) Print thesis screening fee bill: Go to [Eureka Login (유레카통합행정(마이유레카)) → Academic Affairs (학사) → Graduation (졸업) → Thesis Screening Fee Application (논문 심사비납부신청)], click Request (신청) (A virtual account number will be generated),

and then click Print the Bill (고지서출력).

(b) Transfer funds to the virtual account: Wire the thesis fee to the payment account number on the bill, which is a dedicated virtual account in your name as the applicant, at any financial institution (through a bank teller, Internet banking, telephone banking, or ATM transfer).

4. Fulfillment of English test requirement (※Foreign students may submit results of the English or Korean test beginning from the first semester of 2018)

※ Submission period for English test requirement:

May 22, 2023 (Mon) ~ May 26, 2023 (Fri)

5. Certificate of Completion of research ethics education(Mandatory for candidates who entered the program in the 2014 academic year or later): As one of the qualifications for thesis evaluation, this course should be completed by the end of the semester preceding the general evaluation.

* If you have not completed the research ethics course by the semester with thesis seminar: Thesis evaluation is possible by submitting the “Certificate of Completion” of research ethics training completed before the thesis review date. (Submit “Certificate of Completion” together when submitting the evaluation results)

6. Thesis Presentation Achievement List (applies to candidates for doctoral and combined degrees who entered the program in the 2014 academic year or later): In order to graduate, degree candidates must publish one or more papers as the lead author (first author or corresponding author) in journal in SCI / KCI while enrolled as a student. Check the information and write down it in the “Thesis Presentation Achievement List”. Submit a list of achievements and research results together.

〈Thesis Evaluation Procedure〉

1. Evaluation period: March 2023 - June 1st to 3rd weeks, 2023

* Please decide the specific schedule including proposals within the period after consulting with your supervisor. However, after the evaluation is completed, the period of revising the thesis and the production of the final binding, and the time it takes to sign and seal the approval letter should be considered.

2. **Proposal** : In principle, the master's program is conducted in May in the semester of thesis submission, and the doctoral degree program is conducted in May in the semester immediately before the thesis submission. (Please submit the proposal when submitting the final screening results.)

3. Evaluation and decision

(1) Master's degree: Thesis evaluation including oral defense shall be conducted one or more times. The thesis may be accepted with the approval of two-thirds (2/3) or more Thesis Committee members.

(2) Doctoral degree: Thesis evaluation including oral defense shall be conducted two or more times. The thesis may be accepted with the approval of four-fifths (4/5) or more of the Thesis Committee members.

4. Online Submission of the Digital Copy of the Thesis

(Contact the University Library at 02-3277-4614 for further information)

1) Submission period : June 23(Fri), 2023 - June 30(Fri), 2023

(Cannot be submitted before the period)

2) Submission Process

(A) Print your final hardbound version of the thesis using a printing service of your choice, and visit the University Library homepage to submit the digital file used for printing via the online thesis submission webpage.

(B) Submit here: University Library homepage (도서관 홈페이지) → Collections (컬렉션) → Digital Ewha (디지털 이화) → dCollection EWHA → Submit(자료제출)

(C) File format: Choose one among Hangeul / MS Word / PDF. (File name is at your discretion, but do not use periods.)

(D) After online submission, wait for a submission confirmation text message to be sent by the University Library. Once the message is delivered, print out the Permission to Exercise Author's Rights and the Online Submission Confirmation via [dCollection EWHA → Submission list (제출내역)]. Submit these two documents along with the hardbound copies of the final thesis **the Office of Business Administration**. (Do not submit to the University Library.)

3) Notice

(A) The digital file submitted online must be identical to the file used to print the

final hardbound version of the thesis submitted to your School. It is advised not to submit online before the completion of printing and hardcover binding by your printing service.

(B) The University Library cannot verify whether the thesis submitted online meets the thesis formatting requirements of your School. Please verify the thesis formatting requirements and related guidelines thoroughly before printing your final thesis.

〈Report of the evaluation results〉

1. **Deadline:** Submit to the Office of Business Administration (Shinsegae Building #309) by **June 30 (Fri)**

2. Contents of submission of evaluation results

※ Please check the documents required to be stamped by the advisor in advance, and submit them after receiving all signatures or stamps. (The seal of the head professor of the major and the head of the department is received at the Office of Business Administration)

1) Proposal

2) Certificate of Completion of research ethics education : If you have not completed the research ethics course by the semester prior to the thesis seminar, submit the “Certificate of Completion of research ethics education” completed before the thesis evaluation date.

3) Research Ethics Compliance Pledge : As part of strengthening research ethics, all thesis seminar participants must submit the 〈Research Ethics Compliance Pledge〉.

4) Thesis Evaluation Sheet : written by all thesis committee members after each evaluation

* Master's degree : 3 sheets

* Doctoral and combined degree : 10 sheets (5 sheets per each period)

5) Thesis Final Evaluation Report : written by the head of thesis committee members after final evaluation (1 page)

6) Thesis Originality Check Report(with Digital Receipt) : Conduct a similarity test through Turnitin, a plagiarism prevention system provided by Library, and submit “Thesis Originality Check Report” with an opinion of the supervisor on the test result.

* For more information, refer to 〈Thesis Originality Check Guidelines〉

7) Online Submission Confirmation : printed out via [dCollection EWHA → Submission list (제출내역)]

8) Permission to Exercise Author's Rights (with student's signature): printed out via [dCollection EWHA → Submission list (제출내역)].)

9) Thesis Presentation Achievement List and Research Achievement (applies to students for doctoral and combined degrees who entered the program in the 2014

academic year or later) : Candidate must be the lead author (first author or corresponding author) of one or more papers in journal in SCI/KCI

10) Questionnaire for Ph.D. Graduates (Form to be provided later): Survey conducted by the Ministry of Education on candidates for doctoral degrees.

11) Three hardbound copies of the final version of thesis (including the Thesis Approval Form bearing the signatures of the thesis advisor and examiners)

※ Spelling, spacing, and punctuation including any hyphens in the foreign student's name should be identical to the information in the School files.

※ The submitted thesis should be signed by all Thesis Committee members (Article 52-2 (2) of the Detailed Regulations for the Application of Graduate School Laws).

12) Two Photocopy of the cover page of the hardbound copy of the thesis : NOT the electronic copy

〈Notifications〉

1. Thesis Formatting Requirements

- 1) Refer to the following webpage: Graduate School homepage (<http://graduate.ewha.ac.kr>) (일반대학원 홈페이지) → Academic Affairs (학사안내) → Degrees / Thesis Evaluation and Formatting Requirements (학위수여/논문심사및제출서식) → “Thesis Formatting Requirements” and “Thesis Formatting Templates” (“학위청구논문체제” 및 “학위청구논문 템플릿”)
- 2) Academic Year, Graduation Year, Date of Submission on the Cover and on the Title Page

〈Form 1〉 Cover

The academic year on the top left must be written as “2022학년도”, and the year on the bottom as “2023”.

〈Form 3〉 Title Page

The date of submission in the middle indicates the month of submission of the final thesis, between “2023년 3월” (March 2023) and “2023년 7월” (July 2023).

2. Public Announcement of Dissertations for Doctoral Degrees

Any person that has obtained a doctoral degree shall publicly announce her doctoral degree dissertation within one year from the date on which she received the said degree, as prescribed by the Minister of Education. However, this shall not apply to a case where the Minister of Education deems it inappropriate to publicly announce such a dissertation.

※ Form of Public Announcement

Publication in book form, publication in a related academic journal (Volume O, Issue O), publication in a foreign international academic journal, presentation in an academic seminar, or other (“Other” refers to submission to the University Library.)

※ Please visit the Graduate School homepage for further dissertation-related information. (<http://graduate.ewha.ac.kr>)

Thesis Originality Check Guidelines

1. Definition of “Plagiarism”

“Plagiarism” is the act of using the ideas, research results, or other creations of other people without adequate citation or permission. (Rules of the Research Ethics Committee of Ewha Womans University)

2. Objective of Plagiarism (Similarity) Test

(1) To prevent plagiarism by giving researchers an opportunity to verify sources and data related to sections that are detected to be similar to existing material from webpages, major newspapers, magazines, journals, theses and project materials, books, and other academic publishers

(2) To prevent researchers from making the honest mistake of omitting citations or references, thus avoiding suspicion of plagiarism

3. How to Conduct Plagiarism (Similarity) Test

(1) Plagiarism (Similarity) Test Tool: Turnitin system

(2) Manual: University Library homepage (중앙도서관 홈페이지) → Research(연구.수업지원) → Research Tools(논문작성가이드) → Plagiarism Prevention (표절예방 및 연구윤리)

(Contact the University Library at 02)3277-3397 for further information.)



4. Use of the Test Results and Submission of the <Thesis Originality Check Report>

(1) The result of the Turnitin similarity test alone cannot confirm or eliminate the possibility of plagiarism. The object of the test lies less in determining plagiarism than in giving researchers an opportunity to make appropriate modifications and remedies, such as adding citations and references.

(2) Researchers must print out the Similarity Test Result Report (Similarity Report) and, if necessary, make appropriate remedies to sections (marked with numbers and highlights) where similarities are detected, after consulting with their thesis advisor. Thesis advisors should fill out the <Thesis Originality Check Report> based upon the modifications and remedies made after reviewing the similarity test result.

(3) Researchers are advised to conduct similarity tests before thesis evaluation, so that the thesis can be evaluated in its most complete form. Since the program allows multiple tests on one thesis, remember to retest after any modification of the thesis.

At the time of thesis evaluation, submit the 〈Thesis Originality Check Report〉 along with the digital receipt to your department.